

2.1 GENERAL CERTIFICATE INFORMATION	1
a. Authority.....	1
b. Approval of Certificate Forms and Supporting Fact Documents	1
c. Disposition of Official Weight Certificates.	1
(1) Export.	1
(2) Nonexport..	1
d. Accountability for Official Certificates	2
(1) Security.....	2
(2) Records of Unused Certificates.....	2
(3) Records of Completed Certificates.....	2
(4) Protection of Negatives for Printing.....	2
e. Ordering Certificates for Weighing Services.....	3
(1) Field Offices.	3
(2) Official Agencies.....	3
(3) Special Design Certificates.....	3
f. Preparation of Official Weight Certificates.	4
(1) Information Entry	4
(2) Export Certificates.....	4
(3) Other than Export Certificates.	4
(4) Signature.	4
g. Mistakes on Official Weight Certificates.	5
(1) Export Certificates.....	5
(2) Nonexport Certificates.....	5
(3) Custom Designed Certificates.	5
h. Corrected Official Weight Certificates.....	5
i. Information Required on Official Weight Certificates	7

(Blank Page)

2.1 GENERAL CERTIFICATE INFORMATION

- a. **Authority.** Section 7A (g) of the U.S. Grain Standards Act, as amended, states when official weighing service results in the issuance of an official weight certificate that all courts in the United States receive this certificate as prima facie evidence of the truth of the facts (weights) stated. Official personnel certify that all information furnished on the certificate and all supporting fact documents corroborate each certificate.

- b. **Approval of Certificate Forms and Supporting Fact Documents.** The Weighing and Equipment Branch approves supporting fact documents used by FGIS and agencies (including locally generated forms). For instructions on ordering these forms, see the FGIS Forms Catalog.

The Standards and Procedures Branch approves all standard certificates used by FGIS offices. Field office managers review and make final approval on certificates designed by or printed for grain merchandising firms, and provide direction to delegated State agencies, or designated weighing agencies when called for.

Agency managers are responsible for printing certificates following §§ 800.161 and 800.165 of the regulations, the instructions in Chapter 3 of the Grain Inspection Handbook, and this Handbook. Any omissions or errors in printing are the responsibility of the designated agency to correct.

- c. **Disposition of Official Weight Certificates.** The issuing agency retains one copy of each certificate and all supporting fact documents for 5 years from the date of issuance.
- (1) **Export.** For export grain, the applicant receives the original and a minimum of three copies.
 - (2) **Nonexport.** For nonexport grain, the applicant receives the original and at least one copy of each certificate on the date of service. If the applicant does not need immediate delivery, then deliver the certificates following their instructions. In the case of inbound trucklot grain, the driver of the

truck or the person who owns the grain at the time of delivery also receives one copy of the certificate.

- d. **Accountability for Official Certificates.** Protect certificates against loss or misuse. Take the following precautions with certificates.

- (1) **Security.** Keep unused certificates locked in a secure place or in the physical possession of official personnel.
- (2) **Records of Unused Certificates.** Maintain records of unused prenumbered certificates showing: (1) the blocks of numbers of official certificates as shown on the invoice at delivery; (2) any missing numbers that are specified by the printer; and (3) signed receipts showing the blocks of numbers, or the numbers of individual certificates furnished to subordinate designated weighing points or official personnel.

NOTE: Accountable and issuing offices need not verify that each certificate or number is in each package when a supply of prenumbered certificates is received. "Spot check" each package when opening for use and note missing certificates at this time.

- (3) **Records of Completed Certificates.** Records of completed certificates issued include: (1) a copy of each certificate with copies of all documentation supporting the certificate; (2) filing in either numerical or subject order; and (3) all voided certificates.

To void a certificate, write or stamp "Void" and the reason for voiding (if it is not obvious) across the face of the certificate, and file the original. Destroy other copies of the original certificate. Applicants may, for record keeping purposes only, receive a copy of a clearly marked voided certificate.

- (4) **Protection of Negatives for Printing.** Protect the negatives used in the production of official certificates against misuse, including the negatives used by grain or commodity firms in the printing of special designed weight certificates.

When issuing electronically generated certificate numbers, GIPSA field offices and agencies have assigned alpha characters to precede the number of the certificate that the program assigns automatically. The Agency al-

pha characters are listed in Chapter 3 of the Grain Inspection Handbook, for GIPSA field offices, the alpha characters are usually the first two letters of the field office name.

Once electronically generated programs have issued a certificate number, the program must not allow duplicates of the numbers, only voiding of the certificate. The program must allow publication of a duplicate numbered certificate only if clearly marked as “corrected” or “duplicate”. The computer program must contain self-archiving and an accountability routine which allows the printing of the log on demand. Print the issued and voided accountability report daily. Replace filed daily reports with a weekly summary report. The issuing office retains a hard copy of the certificate.

e. **Ordering Certificates for Weighing Services**

- (1) **Field Offices.** Field offices order all certificates from Central Supply. When the field office supply gets down to 3 months, order another 6-month supply of certificates.
- (2) **Official Agencies.** Official agencies supply their own nonexport grain, nonexport commodity, and supervision of weighing certificates. Field offices or Compliance Division, Review Branch, verify proper accountability and sufficient security of certificates during reviews.

Field offices supply certificates for export grain to delegated and designated agencies within their jurisdiction. The field office maintains an accountability record on these certificates and supplies them free of charge.

- (3) **Special Design Certificates.** Elevators wanting certificates designed to meet special marketing needs, purchase their own certificates once after the field office manager has approved the design. Local FGIS field offices and agencies take delivery of these certificates for accountability and control.

When there is a 3-4 month supply of the special design certificates the field office or agency responsible contacts the elevator to supply more certificates. Calculate the number of certificates needed and decide on the renumbering sequence. This is the best time for the elevator to request any changes to the certificate. The field office manager or agency manager can then approve the certificate for reprinting, or review the amended certificate before final printing has begun. When the firm is ready to reorder, the responsible agency returns the retained negatives to the printer for additional printing. See section 2.2 for information on filling out special design certificates.

f. **Preparation of Official Weight Certificates.**

- (1) **Information Entry.** The elevator weigher may enter all information on a certificate except the handwritten gross, tare, or net weights. Only official personnel enter handwritten gross, tare, or net weight amounts. Verify all information on the certificate as true and accurate before signing it. Line through any blocks not used for the net weight.
- (2) **Export Certificates.** Type all export certificates, except those issued for rail or truck shipments to Canada or Mexico, which may be legibly handwritten in black ink when the use of a typewriter is not feasible. On the original, show both the printed name and the signature of the person who issues an export certificate. Do not use abbreviations on export certificates.
- (3) **Other than Export Certificates.** Other certificates may be typed, handwritten in ink, or printed using automatic printing equipment. Write clearly and legibly when handwriting certificates.
- (4) **Signature.** The licensed or authorized person who is in the best position to know whether the final determinations of the official weighing are accurate and true issues the certificate. When an authorized agent, other than the official weigher, affixes a name or signature, keep on file at the field office or agency headquarters a document appointing the agent as the power of attorney to affix the signature(s). Export certificates must be signed. On export computer-generated certificates, the licensed or authorized person signs the original and since the copies do not have carbon, staff may use facsimile impressions or electronic signatures.

Record FGIS weighers' or licensed person's full names on certificates. Authorized agents affixing another's signature must record their initials by the weigher's name.

g. **Mistakes on Official Weight Certificates.**

- (1) **Export Certificates.** Each export certificate must be free of errors, typographical corrections, or abbreviations.
- (2) **Nonexport Certificates.** Prepare another certificate if any errors are made in the identification of the carrier or container, or if any weight information (gross, tare, or net weight) is incorrect. Otherwise, corrections are allowed if: (1) the corrections are neat and legible; (2) the authorized person correcting the certificate initials the correction; and (3) the corrections and initials appear on the original and all copies of the certificate.
- (3) **Custom Designed Certificates.** Most operations using custom designed certificates allow the use of the next consecutively numbered certificate when a void is necessary. In systems where a custom designed certificate cannot replace a voided one, use a standard Official Grain Weight Certificate FGIS-960, or Commodity Weight Certificate FGIS-993, to correct the voided certificates. In either case, clearly mark the original and all copies "VOID". The issuing agency retains the original. The elevator may keep as many copies as necessary for accounting purposes. Destroy all other copies.

h. **Corrected Official Weight Certificates.** To correct errors found after delivery of a certificate, collect the original and all copies, if possible, and replace with a corrected copy (refer to section 2.4).

Exhibit A. FGIS-960, Official Grain Weight Certificate

☆ U.S. GOVERNMENT PRINTING OFFICE 1999-716-369										
FGIS-960 (6-95)	<div style="display: flex; justify-content: space-between;"> ① UNITED STATES DEPARTMENT OF AGRICULTURE FEDERAL GRAIN INSPECTION SERVICE ② </div> <div style="display: flex; justify-content: center; align-items: center;"> <div> U.S. GRAIN STANDARDS ACT OFFICIAL GRAIN WEIGHT CERTIFICATE </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> ③ ④ </div>	APPROVED OMB NO. 0580-0013 ⑫ US-189951 ⑥ ORIGINAL ⑤ NOT NEGOTIABLE								
⑮ (ISSUED AT) _____		⑪ (DATE OF SERVICE) _____								
I certify that I am licensed or authorized under the United States Grain Standards Act (7 U.S.C. 71 et seq.) to weigh the kind of grain covered by this certificate and that on the above date the following identified grain was weighed under the Act, with the following results:										
IDENTIFICATION OF CARRIER (license no., carrier no., etc.): REMARKS ⑧ ⑮	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; font-size: small;">LOCATION OF GRAIN ⑦</th> </tr> <tr> <td style="font-size: x-small;"> <input type="checkbox"/> IN 1 <input type="checkbox"/> OUT 2 <input type="checkbox"/> LOCAL 3 <input type="checkbox"/> EXPORT 4 </td> <td></td> </tr> <tr> <td style="font-size: x-small;"> <input type="checkbox"/> BOXCAR <input type="checkbox"/> TRUCK <input type="checkbox"/> HOPPER CAR <input type="checkbox"/> SACKED <input type="checkbox"/> UNIT TRAIN <input type="checkbox"/> Other (specify in remarks) </td> <td style="font-size: x-small;"> <input type="checkbox"/> BARGE <input type="checkbox"/> SEA VAN <input type="checkbox"/> VESSEL </td> </tr> <tr> <td style="font-size: x-small;"> (X) KIND OF GRAIN CORN SOYBEANS WHEAT SORGHUM BARLEY FLAXSEED MIXED OATS RYE TRITICALE </td> <td style="font-size: x-small;"> 24 HOUR TIME (military time): Started _____ Finished _____ GROSS _____ TARE _____ NET WEIGHT (pounds) _____ </td> </tr> </table>		LOCATION OF GRAIN ⑦		<input type="checkbox"/> IN 1 <input type="checkbox"/> OUT 2 <input type="checkbox"/> LOCAL 3 <input type="checkbox"/> EXPORT 4		<input type="checkbox"/> BOXCAR <input type="checkbox"/> TRUCK <input type="checkbox"/> HOPPER CAR <input type="checkbox"/> SACKED <input type="checkbox"/> UNIT TRAIN <input type="checkbox"/> Other (specify in remarks)	<input type="checkbox"/> BARGE <input type="checkbox"/> SEA VAN <input type="checkbox"/> VESSEL	(X) KIND OF GRAIN CORN SOYBEANS WHEAT SORGHUM BARLEY FLAXSEED MIXED OATS RYE TRITICALE	24 HOUR TIME (military time): Started _____ Finished _____ GROSS _____ TARE _____ NET WEIGHT (pounds) _____
LOCATION OF GRAIN ⑦										
<input type="checkbox"/> IN 1 <input type="checkbox"/> OUT 2 <input type="checkbox"/> LOCAL 3 <input type="checkbox"/> EXPORT 4										
<input type="checkbox"/> BOXCAR <input type="checkbox"/> TRUCK <input type="checkbox"/> HOPPER CAR <input type="checkbox"/> SACKED <input type="checkbox"/> UNIT TRAIN <input type="checkbox"/> Other (specify in remarks)	<input type="checkbox"/> BARGE <input type="checkbox"/> SEA VAN <input type="checkbox"/> VESSEL									
(X) KIND OF GRAIN CORN SOYBEANS WHEAT SORGHUM BARLEY FLAXSEED MIXED OATS RYE TRITICALE	24 HOUR TIME (military time): Started _____ Finished _____ GROSS _____ TARE _____ NET WEIGHT (pounds) _____									
This certificate is issued under the authority of the United States Grain Standards Act, as amended (7 U.S.C. 71 et seq.), and the regulations thereunder (7 CFR 900.0 et seq.). It is issued to show the kind, class, grade, quality, condition, or quantity of grain, or the condition of a carrier or container for the storage or transportation of grain, or other facts relating to grain as determined by official personnel. The statements on the certificate are considered true at the time and place the inspection or the weighing service was performed. The certificate shall not be considered representative of the lot if the grain is transhipped or is otherwise transferred from the identified carrier or container or if grain or other material is added to or removed from the total lot. If this certificate is not cancelled by a superseding certificate, it is receivable by all officers and all courts of the United States as prima facie evidence of the truth of the facts stated therein. This certificate does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal law.										
WARNING: Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this certificate, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws, is subject to criminal, civil, and administrative penalties. The conduct of all services and the licensing of personnel under the regulations governing such services shall be accomplished without discrimination as to race, color, religion, sex, national origin, age, or handicap.										
⑬ NAME OR SIGNATURE _____		⑯								

- i. **Information Required on Official Weight Certificates.** FGIS requires that certificates contain the following information within its written or printed terms.
- (1) Caption “United States Department of Agriculture.” Designated agencies omit and replace with issuing agency.
 - (2) Caption “Federal Grain Inspection Service” or, issuing agency (on agency nonexport certificates only; otherwise use FGIS certificates).
 - (3) Official agency’s seal (for USDA, the emblem) embossed on all copies.
 - (4) Applicable form title “Official Grain Weight Certificate.”
 - (5) Original or copy.

- (6) Caption "Not negotiable."
- (7) Location of grain.
- (8) Identification of the grain (Carrier Identification).
- (9) Type of movement (check only one block).
- (10) Type of carrier.
- (11) Date of service.
- (12) Consecutive number of the certificate together with the lettered prefix assigned to the agency. Alphanumeric identifiers are listed in the Grain Inspection Handbook, Book IV.
- (13) Type of grain or commodity covered by the certificate.
- (14) Gross, Tare, and Net Weight (pounds or metric tons, as applicable). Slashes in the net weight block are not required.
- (15) Remarks.
- (16) Signature of the weigher or the authorized representative who is officially certifying the weighing service performed.
- (17) Mandatory statements required by the regulations (see section 2.2).
- (18) Field office, agency, or specified service point location where issued.
- (19) FGIS logo, optional for designated agencies. Print the logo with 10 percent solid black color in 133 line screen in the center of the certificate on the original and all copies. The logo has a 3-inch diameter.
- (20) Permissive statements and information may be shown on designated agency or FGIS letterhead stationery instead of official certificates if: (1) space does not permit showing the statements or information on the official certificate or letterhead stationery is found by the agency or field office to be

more suitable than a certificate; (2) the identification of the corresponding certificate is referred on the letterhead stationery; and (3) the letterhead stationery is distributed with each copy of the certificate in accordance with section 2.1 (C).

- (21) In addition, the certificate may include any other information known to be true and not inconsistent with the Act or the other regulations, having a direct bearing on the certificate being issued. At the request of the applicant, show load order numbers; purchase authorization numbers; preference numbers; contract numbers; numerical grade, kind, and class of the grain officially inspected; or their identifications. Do not include bushel conversions on a certificate.

(Blank Page)

(Blank Page)